

**CITY OF WINLOCK**  
**CITY COUNCIL**  
Council Meeting – 6:30 p.m.  
June 8, 2020

**1. CALL TO ORDER**

Mayor Svenson called the meeting to order at 6:30 p.m.

**2. DETERMINATION OF QUORUM**

**Council Members Present:** Jeramy Allman, Eric Contreras, Lonnie Dowell, Marty Poirrier, Anne Randt

**Employees Present:** Penny Jo Haney, Deputy Clerk

**3. FLAG SALUTE**

Mayor Svenson led the flag salute.

**4. APPROVAL OF AGENDA**

***Councilor Allman moved to move agenda item 11.3 The Club Special Events Permit to 11.a, and to add Commerce Cares Funding to 11.d, seconded by Councilor Poirrier; however, the Mayor called for additional action and Councilor Dowell moved to approve the amended agenda, seconded by Councilor Contreras, motion passed unanimously.***

**5. OLD BUSINESS –**

Mayor Svenson stated that unfortunately the documents that were previously submitted to the County had been signed on the wrong signature lines; and new documents are being done to be appropriate. The County is holding our payment until we re-submit the correctly signed documents.

Councilor Dowell asked that the topic of the Lions Club taking over the management of the Community Building be brought back to the table, noting that he believed the Club was still interested. After a brief discussion ***Councilor Randt moved to take the item off the table at this point, seconded by Councilor Dowell, motion passed unanimously.*** There was no specific date mentioned for future discussion.

**6. MAYOR COMMENTS**

The Mayor stated a) the SE First Street improvements were slated to begin in July and that the, b) Mikelsen Parkway was also going to begin mid-July, c) the quad-plexes that were started on SR505 across from the Shell station had to be shut down due to the fact that the contractor exceeded the work they'd been permitted to do, and won't be able to proceed until the proper permitting is obtained, d) the rolling car show is scheduled for June 20<sup>th</sup> at 11:00.

**7. COUNCIL COMMENTS**

Councilor Contreras asked if the Community Development position had been posted. Ms. Haney said that it would appear in the newspaper tomorrow and that it was posted on the website and on our front door as well as on WorkSource. Although the Council had approved up to \$500 for advertising the cost will be minimal. It will appear once in the paper and the WorkSource ad is free.

**8. STAFF REPORTS**

Police Department – A written report was provided, and Council asked a few questions to get clarification on some of the call codes

Water & Sewer Billing – Ms. Haney provided an update to the report the Council had already been given and elaborated on the deferred payment plan that was made available to citizens, noting their appreciation of having the option to be able to extend paying their bill in full by July 24<sup>th</sup>. Councilor Dowell asked if Ms. Haney knew how many new hookup fees we had since January 2<sup>nd</sup> and was asking because the budget was based on fifty (50) new hookups for the year. She stated that possibly 9 to 12 but wasn't sure. Ms. Haney would start showing that information on future reports.

**9. PUBLIC COMMENTS**

Viola Routon asked how long the permitting process is taking as her husband is wanting to build a shop and how much was the cost. Ms. Haney told her that it was based on the valuation or cost to construct and not square footage. Mayor Svenson said that we're running about three (3) weeks turn around and referred Ms. Routon to discuss with Stormy Bradley.

Paul McMillan, 200 St. Helens Way, Winlock – Mr. McMillan asked if we knew what it was costing each month for the police department, but really wanted to know what our more troubled times were for police action, which season?

**10. CONSENT AGENDA**

- a) Approval of Vouchers June 8, 2020 in the amount of \$51,641.05 – ***Councilor Allman, moved to approve the June 8<sup>th</sup> vouchers in the amount of \$51,161.05, seconded by Councilor Poirrier, motion passed unanimously.***
- b) Approval of Minutes for Council Meetings of May 26, 2020 and June 3, 2020 - ***Councilor Dowell moved to approve the Minutes of May 26, 2020 and June 3, 2020 as written, seconded by Councilor Allman, motion passed unanimously.***

**11. AGENDA**

- a) **THE CLUB SPECIAL EVENTS PERMIT** – Viola Routon addressed the request to hold the special event, whereas tables would be set up outside, there would be live entertainment and food on the weekend normally scheduled for Egg Day. Mayor Svenson said that he did get approval from the Police Chief as long as the fire lane were left open for emergency vehicles and that

- b) safety was maintained in accordance with the state mandated Level 2 requirements. ***Councilor Allman moved to approve the Club's Special Events Permit contingent upon receipt of their proof of insurance, seconded by Councilor Poirrier, motion passed unanimously.***
- c) **WINLOCK/VADER FOOD BANK- PLAZA PARKING** – The Food Bank has been utilizing the Plaza area for the past couple of months to distribute food weekly on Wednesdays. They are requesting that they be allowed to continue using that space for the rest of the year. They rotate the hours of 11:00 am to 1:00 pm and 4:00 to 6:00 pm each Wednesday. There has been good feedback about the well-organized process. The Mayor stated that he has not had anyone ask to use the Plaza and supports allowing the Food Bank to continue the use. ***Councilor Contreras moved to allow the Winlock/Vader Food Bank to utilize the Plaza each Wednesday through the balance of the year, seconded by Councilor Allman, motion passed unanimously.***
- d) **COMMUNITY BUILDING CARETAKER LETTER & CONTRACT**  
Occupant Letter - Jim Buzzard, City Attorney stated that the letter had not been done partly because of his time constraints and also due to the moratorium on any evictions at this time, he decided it best to not create letter at this time.  
  
Caretaker Contract – The Mayor asked Mr. Buzzard if we could move forward with the caretaker contract. Mr. Buzzard stated that we could do so upon agreement between the occupant and the City. Discussion ensued with the result being that the occupant would be charged \$500/month and that \$250 would be worked off doing tasks that the Council will determine and that rent will be due on the 5<sup>th</sup> of each month. Mr. Buzzard will revise the contract and have available for the first meeting in July.
- e) **COMMERCE CARES (COVID) FUNDING** – Mr. Buzzard stated the responsibilities and obligations of the grantor (Commerce) and grantee (City) for the \$40,200 funds related to COVID-19. After discussion at a statement from Councilor Poirrier saying he saw no reason for not accepting the funds, ***Councilor Poirrier moved to accept the Commerce CARES COVID Funds in the amount of \$40,200, seconded by Councilor Allman, motion passed unanimously.***  
  
***Councilor Allman moved to authorize Mayor Svenson to sign and manage the Commerce Cares Funding Agreement, seconded by Councilor Contreras, motion passed unanimously.***
- f) **CORRESPONDENCE-** May Financial Reports and Open Public Meetings Act (OPMA) Training

- g) **ADJOURNMENT** – *Councilor Contreras moved to adjourn the meeting at 7:41 p.m., Councilor Poirrier seconded, motion passed unanimously.*

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Brandon Svenson, Mayor

Attest:

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Penny Jo Haney/Deputy Clerk

***Note: For audio details of the meetings please visit [www.avcaptureall.com](http://www.avcaptureall.com)***